



Thank you for choosing The Cove at Center Point.

We WELCOME you to live at our community and make our property your HOME.

Before you make your decision to live here, we want you to be informed of our standards. Because we care about our resident community, we desire each resident to respect their neighbors and to help preserve this community as an enjoyable and peaceful place to live.

We, as a Management Staff, will not tolerate disturbing acts in or outside the apartment that will interfere with the rights, comfort, or convenience of other residents.

Our passion is to make The Cove at Center Point a unique place to live, a home base rich in community, and a launching pad for positive life impact through residents that move in, get involved, and make a difference.

**I CERTIFY THAT I HAVE READ ALL THE ABOVE STATEMENT
AND WILL ADHERE TO IT.**

Signature of agreement

RENTAL QUALIFICATION

In signing the application and submitting your application fee, you are giving **Dominion Management Group & The Cove at Center Point** the right to research the information you have provided us to make the recommendation for acceptance.

- **We will check your residence history.** (No outstanding balances or evictions.)
If you are a full-time student, with no rental history established, it will not count against you.
- **We will check present employer.**
If you are a full-time student, with no employment established, we will require a Co-Signer.
- **We require your verifiable income to be at least three times the monthly rental amount. You must provide 6 weeks of pay stubs; OR last year's W-2 form; OR a financial aid statement with the loan amount; OR recent bank statements showing recurring deposits; OR proof of assets such as bank or mutual fund statements; OR an official letter from your new employer stating salary amount.** (This requirement applies to all roommates and Co-Signors.)
- **We will check your credit rating with the credit bureau.** (Good history required.)
If you are a full-time student, with no credit history established, we will require a Co-Signer.
- **We do not allow any felonies on your criminal background check.**
- **We do not allow any sex offenders to live at The Cove at Center Point.**
- **Evictions or bad debt to other apartment communities will be reason for denial.**
- **Bankruptcy will need to be discharged and recent credit will need to be in good standing.**

The income required for qualification is based on verifiable gross income. Your salary must be in line with the following amounts.

- 1.) An individual will need 3 times the rental amount per month.
- 2.) Roommates will need a combined income of 3 times the rental amount per month.
- 3.) Married couples' income will be combined.

We require that every adult (18 years or older) who resides in the apartment must have an approved application on file.

To be a qualified Co-Signer, you will need to meet the same qualifications as an applicant and have perfect credit. You must sign the lease agreement along with the applicant(s) when they move in.

Please understand that any falsification or omissions deemed deliberate are grounds for immediate disapproval. Approval is on the sole discretion of the management. We practice under equal housing opportunity codes and we do not discriminate based on age, race, color, religion, sex, family status, handicap, or national origin.

In signing the application, you are aware that if the application is not approved, the application fee of **\$40.00** per person is non-refundable. **Upon submitting your application, we require two separate checks (or money order).** One is for the security deposit and the other one is for the application. Our security deposit is **\$250.00**, which would be refundable within 30 business days after your move-out. Once the leased premises are vacated, a carpet cleaning fee of \$50.00 will automatically be deducted from the Security Deposit or will be due from Resident in the event the Security Deposit is forfeited.

IF YOU CANCEL YOUR MOVE-IN AFTER YOUR APPLICATION IS APPROVED AND YOUR APARTMENT HAS BEEN RESERVED, YOU WILL LOSE YOUR SECURITY DEPOSIT OF \$250.00 AND BE REQUIRED PAYMENT OF ONE MONTH'S RENT TO COMPENSATE FOR OUR LOSS OF RENT ON YOUR RESERVED APARTMENT.

By signing below you acknowledge that you have read and understand the foregoing rental standards.

Primary Applicant

Date

Co-Signer

Date

THE COVE AT CENTER POINT - APPLICATION FOR RENTAL

FOR OFFICE USE ONLY					
Apt. Leased	Rental Rate	Washer/Dryer	Move-In Date	Lease Term	Leasing Agent
DEPOSIT & FEES					
Security Deposit	Admin. Fee	Application Fee	Co-signer App. Fee	Adult Background Only	Pet Fee
\$250 Per Apt.	\$150	\$40 Per Applicant	\$45		\$300 (1 st Pet) \$100 (2 nd Pet)

APPLICANT INFORMATION

Applicant Name _____ Birth Date ____ / ____ / ____ SS# ____ / ____ / ____
 Driver License # _____ State _____

Present Address _____ How Long _____
street city/state/zip code

Monthly Payment _____ If renting, please provide name & phone # of community/landlord _____

Present Phone (_____) _____ (__ cell / __ home) E-mail address _____

Present Employer _____ Start Date ____ / ____ / ____

Address _____ Phone (_____) _____ Ext. _____
City/State/Zip Code

Position _____ Part Time ____ Full Time ____ Income \$ _____ Monthly ____ Yearly ____

Immediate Supervisor _____ Phone (_____) _____ Ext. _____

Other Income \$ _____ Source: ____ Parents ____ Scholarships ____ Loans ____ Other (please describe) _____

CO-APPLICANT INFORMATION

Co-applicant Name _____ Birth Date ____ / ____ / ____ SS# ____ / ____ / ____
 Driver License # _____ State _____

Present Address _____ How Long _____
If different than above street city/state/zip code

Monthly Payment _____ If renting, please provide name & phone # of community/landlord _____

Present Phone (_____) _____ (__ cell / __ home) E-mail address _____

Present Employer _____ Start Date ____ / ____ / ____

Address _____ Phone (_____) _____ Ext. _____
City/State/Zip Code

Position _____ Part Time ____ Full Time ____ Income \$ _____ Monthly ____ Yearly ____

Immediate Supervisor _____ Phone (_____) _____ Ext. _____

Other Income \$ _____ Source: ____ Parents ____ Scholarships ____ Loans ____ Other (please describe) _____

EMERGENCY CONTACT (Emergency contact person must be over 18 years of age and someone who will **not** be living with you.)

Name Relationship Home or Cell Work Phone

Street Address

City/State/Zip Code

Email

OTHER OCCUPANTS *Names of all persons under 18. All occupants above 18 years of age are required to submit an application and application fee.*

Name: _____ Relationship: _____ Sex: ____ Birthdate: _____ DL# _____ State: _____

SS # _____ Employed By: _____ Phone: _____

Name: _____ Relationship: _____ Sex: ____ Birthdate: _____ DL# _____ State: _____

SS # _____ Employed By: _____ Phone: _____

Name: _____ Relationship: _____ Sex: ____ Birthdate: _____ DL# _____ State: _____

SS # _____ Employed By: _____ Phone: _____

PET Pets must be approved. *Please describe below. Will be required to show pet records as required by law, as well as a photo of the pet(s).*

Pet Type: _____ Gender: _____ Breed: _____ Name: _____

Color: _____ Age: _____ Weight: _____

Pet Type: _____ Gender: _____ Breed: _____ Name: _____

Color: _____ Age: _____ Weight: _____

VEHICLES *All vehicles must be operable and have valid state registration. Vehicles not approved in writing may be towed away at owner's expense.*

1.) Make _____ Model _____ Year _____ Color _____ License Plate _____ State _____

2.) Make _____ Model _____ Year _____ Color _____ License Plate _____ State _____

PREVIOUS RESIDENCE HISTORY *Please sign a Rental Verification Request for EACH rental property where you have lived. (See Attached.)*

Previous Address: _____ Own _____ Rent _____
Street Address City / State / Zip Code

If this is a rental property, please name the apartment community or landlord: _____

How Long? _____ Move-In Date: _____ Move-Out Date: _____ Monthly Payment: \$ _____

Landlord Phone: (_____) _____ Fax: (_____) _____

PREVIOUS EMPLOYMENT HISTORY

Previous Employer _____ How Long? _____ Supervisor _____

Phone (_____) _____ Position _____ Income \$ _____ Monthly _____ Yearly _____

Co-Applicant's Employer _____ How Long? _____ Supervisor _____

Phone (_____) _____ Position _____ Income \$ _____ Monthly _____ Yearly _____

REFERENCES *(no relative or employee)*

Name _____ Relationship _____ How Long Have You Known This Person? _____

Address _____ Phone (_____) _____

Name _____ Relationship _____ How Long Have You Known This Person? _____

Address _____ Phone (_____) _____

REFERRAL *(must live in apartment for (1) month before receiving referral gift)*

Name _____ Apartment Number _____ Relation _____

HOW DID YOU LOCATE US *Apartment Guide* _____ *Property Website* _____ *Other (please name)* _____

Why are you moving? _____

What features or services are important to you? _____

Application is hereby made to rent a _____ bedroom apartment or Apartment # _____ beginning on the _____ day of _____ 20____ for a period of _____ months for \$_____ per month payable in advance on the first day of each month. Applicant promises that all the above information is true and correct and acknowledges that all such information is material to The Cove at Center Point's decision whether to lease an apartment to applicant.

Applicant hereby deposits with The Cove at Center Point \$250 which shall be held in a non-interest bearing account. **IN THE EVENT APPLICANT CANCELS THIS APPLICATION AFTER 3 DAYS HAVE ELAPSED FROM RECEIPT OF DEPOSIT AND FEES, OR IF THE APPLICANT FAILS TO SIGN A LEASE WHEN REQUESTED TO DO SO, THE DEPOSIT AND FEES SHALL BE APPLIED TO THE COVE AT CENTER POINT'S LOSS OF RENT.** If this application is not approved, the deposit will be returned to the applicant. If this application is approved, Applicant agrees to execute The Cove at Center Point's standard form residential lease, pay a security deposit of \$250 and an administrative fee of \$150, and pay any monies owing on the first month's rent. This deposit will be applied to the security deposit in the event applicant and The Cove at Center Point enter into a lease agreement. **IF YOU CANCEL YOUR MOVE-IN AFTER YOUR APPLICATION IS APPROVED AND YOUR APARTMENT HAS BEEN RESERVED, YOU WILL LOSE YOUR SECURITY DEPOSIT OF \$250 AND YOU WILL BE REQUIRED PAYMENT OF ONE MONTH'S RENT TO COMPENSATE FOR OUR LOSS OF RENT ON YOUR RESERVED APARTMENT.**

Applicant hereby pays a \$40 non-refundable application fee to The Cove at Center Point in consideration for accepting and investigating this application.

ANYTHING HEREIN CONTAINED SHALL NOT BE DEEMED TO CREATE ANY LIABILITY ON THE PART OF THE COVE

I HAVE READ AND I FULLY UNDERSTAND THE TERMS AND CONDITIONS SET FORTH IN THIS APPLICATION. I UNDERSTAND THAT THIS APPLICATION IS PART OF MY LEASE AGREEMENT, ESPECIALLY THOSE AREAS REGARDING EARNEST MONIES. I UNDERSTAND AND GIVE THE COVE AT CENTER POINT PERMISSION THAT AS A PART OF NORMAL PROCEDURE FOR PROCESSING THIS APPLICATION AN INVESTIGATION WILL BE CONDUCTED AS TO THE VALIDITY OF THE CONTENTS THAT ARE CONTAINED IN THIS APPLICATION. **I UNDERSTAND THAT THIS INVESTIGATION MAY INCLUDE, BUT IS NOT LIMITED TO, A CONSUMER CREDIT REPORT, VERIFICATION OF EMPLOYMENT WITH SALARY, PAST RENTAL HISTORY, CRIMINAL HISTORY AND I, THEREFORE, CONSENT TO THIS INVESTIGATION, AND I CERTIFY THAT ALL STATED FACTS ARE TRUE.** IT IS UNDERSTOOD THAT ANY MISREPRESENTATION OR OMISSION IS CAUSE FOR THE MANAGEMENT AND/OR OWNER TO REJECT THIS APPLICATION AND/OR TERMINATE LEASE. I HAVE THE RIGHT TO MAKE A WRITTEN REQUEST WITHIN 30 DAYS OF THE TIME THIS APPLICATION IS MADE FOR A COMPLETE AND ACCURATE DISCLOSURE OF ADDITIONAL INFORMATION CONCERNING THE NATURE AND SCOPE OF THE REPORT. I UNDERSTAND THAT THE COVE AT CENTER POINT WILL COMPILE THE REPORT AND THAT I MAY OBTAIN THIS INFORMATION BY WRITING DIRECTLY TO REALPAGE, INC.

AT CENTER POINT FOR FAILURE TO DELIVER THE PREMISES ON THE DATE SPECIFIED, NOR SHALL ANYTHING HEREIN BE DEEMED TO RELEASE THE APPLICANT AND/OR LESSEE FROM ANY LIABILITY CREATED HEREIN TO LEASE THE ABOVE REFERENCE APARTMENT, EXCEPT TO THE EXTENT THAT THE RENTAL PROVIDED FOR SHALL BE ABATED UNTIL SUCH TIME AS THE TENANT TAKES POSSESSION OF THE PROPERTY OR COULD HAVE TAKEN POSSESSION OF THE PROPERTY.

_____ PRINT APPLICANT NAME	_____ APPLICANT'S SIGNATURE	_____ DATE
_____ PRINT CO-APPLICANT NAME	_____ APPLICANT'S SIGNATURE	_____ DATE
_____ PRINT CO-APPLICANT NAME	_____ APPLICANT'S SIGNATURE	_____ DATE

RENTAL VERIFICATION REQUEST



TO:		FROM:	
PROPERTY:		PROPERTY:	The Cove at Center Point
FAX:		FAX:	(615) 893-0993
PHONE:		PHONE:	(615) 893-4933

AUTHORIZATION FOR RENTAL HISTORY

I, _____, authorize the release of my rental history to The Cove at Center Point.

I'm a ___ current/___ past resident of apartment community known as _____ and my address there is: _____.

Applicant Signature

Date

THE FOLLOWING MUST BE COMPLETED BY THE LANDLORD

We have received an application for lease from your current/former resident. Please provide the following information. If you have any questions, please contact our office. Thank you for your time and attention.

Applicant Name: _____ Apartment Community Name: _____

When did the Tenant move in and move out of the property?

Move-In: _____ Move-out: _____ Rental Rate: _____

Did the applicant pay his/her rent promptly?

Yes No Comments _____

If no, how many times were they late? _____ NSF's? _____

Did the applicant ever have any pets in the apartments/house?

Yes No Comments _____

Did the applicant incur any cost for damages, late fees or other charges?

Yes No Comments _____

Were any complaints made against the Tenant by any neighbors or any within the rental community?

Yes No Comments _____

Were you given proper notice and a reason for the rental/lease agreement being terminated?

Yes No Comments _____

Did the resident adhere to the rules, regulations, and terms of their lease?

Yes No Comments _____

Would you lease to this individual if he/she applied with you again?

Yes No Comments _____

Please use the space below for additional comments you may wish to make.

Signature: _____

Title: _____

Print Name: _____

Date: _____